GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

The Andhra Pradesh Secretariat Office Manual, 2005 –Implementation of Level Jumping in flow of files for speedy disposal of business in the Departments of Secretariat – Amendment to the Andhra Pradesh Secretariat Office Manual - Orders – Issued.

GENERAL ADMINISTRATION (CABINET.II) DEPARTMENT

G.O.Ms.No.81 **Dated:24.08.2022.**

Read:

U.O.Note No. GAD01-R0MISC/8/2021-AR, General Administration (AR)Department, dated. 11.01.2022.

****

ORDER:-

As per Rule 7 of the Andhra Pradesh Government Business Rules 2018, each Department of the Secretariat shall consist of a Secretary to the Government, who shall be the official head of that Department, and of such other officers and servants subordinate to him as the State Government may determine. Under Rule 8 of the said Rules, without prejudice to the provisions of rule 11 (1), the Minister in-charge of a department shall be primarily responsible for the disposal of the business appertaining to that department. As per Rule 16 of the said Rules, the Minister-in-charge may by means of standing orders give such directions as he thinks fit for the disposal of cases in department. In addition, he shall arrange by means of another set of standing orders with the Secretary of the Department what matters or classes of matters should be brought to his personal notice and what other matters may be disposed of at the level of the Secretary of the Department concerned.

2. The Andhra Pradesh Secretariat Office Manual, 2005 is prepared defining the functions and functionaries and prescribing the procedures for processing of Secretariat work. At para 10(b) of the Andhra Pradesh Secretariat Office Manual, a provision was made for Desk Officer system, which is designed to eliminate some of the major shortcomings, like unnecessary and repetitive noting, too many levels between the noting hand and the point of decision, inadequate attention to varying degree of importance or urgency of different cases etc., and diffusion of responsibility for delays. The procedure to the Desk Officer System has also been prescribed therein. Further, in para 10(b)(a) of Secretariat Office Manual, it is stipulated that each department shall carefully analyze the work in the department and categorize the same into A,B and C categories. The procedure for categorization was mentioned at para 10(b)(b) with examples which are illustrative only which requires constant review at weekly or fortnightly intervals so that necessary adjustments could be made. It is also stipulated at para 91(v)(5) of Andhra Pradesh Secretariat Office Manual, 2005 that all matters relating to sensitive decisions of confidential nature, policy making, amendments to Acts and Rules, issues involving substantial financial implications, important court cases which are likely to effect vitally the interest of the Government, etc., the relevant files must be in the personal custody of Additional /Joint/Deputy Secretary.

(Contd..)

3. In spite of the above, it is observed that the files have been moving through too many levels between the noting hand and the point of decision. At present, all the files are being initiated from the level of Assistant Section Officer only, and passing through many levels up to the point of decision making authority. At many levels the files are simply passing either without any noting/contribution or unnecessary repetitive noting. Due to flow of the file through many levels, the files are being held-up unnecessarily at certain levels either due to absence or non-availability of officers thereby causing abnormal delay in disposal of business.

4. In the reference read above, instructions have already been issued that each Secretariat Department shall lay down a detailed scheme of delegation at all levels and evolve a scheme on the delegation of powers on the file flow on each subject-wise, issue-wise and section-wise, so that the decision making takes place at the most appropriate level and the number of levels through which a file passes for the decision shall not exceed three in their respective Departments.

5. The Government have reviewed the matter further and considered that, in order to avoid delays, unnecessary and repetitive noting, too many levels between the noting hand and the point of decision and to ensure speedy disposal of the Business of Government, the "Level Jumping" in the flow of files at certain levels shall be implemented in amendment to the Andhra Pradesh Secretariat Office Manual, 2005.

6. Accordingly, the Government hereby makes the following amendment to the Andhra Pradesh Secretariat Office Manual, 2005:-

AMENDMENT

In CHAPTER-III, under the heading "THE COURSE IN OUTLINE FOLLOWED BY A PAPER FROM RECEIPT TO DISPOSAL" after the existing para 27, the following shall be inserted, namely,-

"27(a).Level Jumping System:-Not withstanding to the procedure prescribed in this Chapter, "Level Jumping" in the flow of files in the departments of Secretariat shall be followed in the manner as detailed below:-

(1) The file may be initiated at any level i.e., from Assistant Section Officer to Officers, duly keeping in view of its urgency, importance, confidentiality, time-bound nature etc., as decided by the Secretary/ Principal Secretary/ Special Chief Secretary of the concerned Department.

(2) The number of levels through which a file passes for a decision shall not exceed **four** from the level of initiation of the file to level of decision making including Minister-in-charge, except Chief Minister or Governor etc.,

The Section (ASO & SO together) shall be considered as Single Level for the purpose of counting number of levels.

(Contd..)

(3) Wherever level jumping is done in respect of any category of cases, each such case on its return will pass through all the levels jumped over.

(4) Each Department of Secretariat shall carefully analyze the work of their Department and categorize the work, subjects, issues as Category-A, Category-B and Category-C, as prescribed in para 10(b)(b) and 91(v)(5) of the Andhra Pradesh Secretariat Office Manual,2005.(The examples mentioned therein are illustrative and the department has to categorize the work as per the importance/priority of the subject).

(5) The Secretary /Principal Secretary/ Special Chief Secretary of the Department shall prescribe level jumping for each of the category of the subjects, issues, strictly adhering to instruction (2) above. Further, as prescribed under Rule 16(1)(a) of theAndhra Pradesh Government Business Rules, 2018 each department shall issue Standing Orders for disposal of cases in their department duly keeping in view of instruction (2) above."

7. All the Departments of Secretariat shall take immediate further action in accordance with the above amendments made to the Andhra Pradesh Secretariat Office Manual, 2005 and shall submit compliance report along with the copies of orders issued in pursuance to para (6) above to the General Administration (Cabinet.II) Department, forthwith.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Dr. SAMEER SHARMA
CHIEF SECRETARY TO GOVERNMENT

To
All the Departments of Secretariat.
All the Special Chief Secretaries / Principal Secretaries /
Secretaries/Ex-Officio Secretaries to Government.
Copy to:
The PSs/OSDs to Special Chief Secretary / Secretaries
/ Additional Secretary to Chief Minister.
The Executive Assistant to Chief Secretary to Govt.
The P.S. to Chief Secretary to Govt.
The P.S. to Spl.C.S. to Govt., GPM&AR, GAD.
The P.S. to Principal Secretary to Government(Poll)(FAC), GAD.
The Law (C) Department.
SF/SC.

//FORWARDED:: BY ORDER//

SECTION OFFICER